

OCT 1976

DDA Registry  
76-5002

DDA Registry  
File Personnel 11-4

MEMORANDUM FOR: Acting Deputy Director for  
Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Alumni Day - 2 October 1976

It is requested that you approve the expenditure from the Central Employees Activity Fund of \$135.40 for the coffee and donuts served to retirees on 2 October 1976. This appeared to be a completely satisfactory arrangement and was well received by the retirees.

(SIGNED) F. W. M. Janney

F. W. M. Janney

APPROVED: /s/ Michael J. Malanick

7 OCT 1976

Date

DISAPPROVED: \_\_\_\_\_

Distribution:

- Orig - Return to D/Pers
- 2 - DDA Subject
- 1 - D/Pers
- 2 - DD/Pers/SP (1 w/held)

DD/Pers/SP/ [REDACTED] Jr:gec (5 Oct 76)

STATINTL

STATINTL

118015

Customer's Order No. [REDACTED] DATE 10-2 1976

M. [REDACTED]

Ship to Alonso, DAY

At Out 5245 - 7th St When

How Ship \_\_\_\_\_ Salesman \_\_\_\_\_

Terms: \_\_\_\_\_ Buyer \_\_\_\_\_

|                  |     |       |
|------------------|-----|-------|
| 3000 lb coffee @ | 240 | 7200  |
| 2200 lb coffee @ | 240 | 7200  |
| 100 Tea Bag @    | 15  | 1500  |
|                  |     | 13020 |
|                  | TX  | 520   |
|                  |     | 13540 |

76-1857/A  
DD/A Registry

76-3813

DD/A Registry

File Personnel 11-4

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

STATINTL

REFERENCE : Your memo of 30 Jun 76 re  
Three Action Items

1. CIARDS Study: You already know that [REDACTED] is in place conducting the study called for. He has yet to advise that he needs additional help, so that we have not taken any action to make [REDACTED] available.

STATINTL

2. Supergrade Promotion Procedure: We have been in touch with [REDACTED], Chief, Career Management Group, DDO. After discussing the delay in this year's promotion exercise, [REDACTED] has agreed to reschedule the DDO promotion boards to ensure that the DDO supergrade recommendations are submitted by 1 April and 1 October, as required. Thus, we should avoid the delay experienced this year.

ILLEGIB

3. Alumni Day: We have already reported that the Director's calendar has been blocked for 9:30 AM on 2 October. Further, meetings have already been held by interested components on the various details and planning for Alumni Day. When these become more fixed, we will send a paper to you.

STATINTL

[REDACTED]  
F. W. M. Janney

Att:  
Ref Memo

76-1857  
DDA 76-3261

30 June 1976

MEMORANDUM FOR: Director of Personnel

FROM : John F. Blake  
Deputy Director for Administration

Fred:

This memorandum addresses itself to three (3) matters:

1. Forthcoming CIARDS Study:

*Ben*  
Once you have drawn up your plans to proceed, please let me have a look before you commence implementation. I again remind you of the availability of [REDACTED] to work on this matter.

STATINTL

2. Supergrade Promotion Procedure:

*Discuss with CMG*  
I think we should avoid the bind we got ourselves into in the recent supergrade promotion action. We held off on other elements of the Agency for several months while awaiting the DDO submissions. Will you please undertake action to come up with a new procedure, based on the timing of submissions, so that we can avoid this difficulty in the future.

3. Alumni Day:

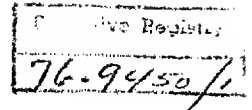
*Ben - How can we to Jennie*  
*AS/SP*  
Returned is my memorandum to the DCI on Alumni Day. The transmittal slip appears to indicate that the DCI will not be available on 25 September. Therefore, please check with Jennifer and pick a date subsequent to 25 September, and then let's get the planning underway. I will contact [REDACTED] on the matter of an invitation for George Bush to speak to his organization.

STATINTL

STATINTL

John F. Blake

DDA 76-3103



22 June 1976

MEMORANDUM FOR: Director of Central Intelligence

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Alumni Day

1. You will recall that I recently raised for your consideration the Agency sponsoring another Alumni Day. You gave your agreement and suggested it be held sometime in September of this year.

2. Attached is a memorandum to me from Mr. Janney, along with other relevant papers on this matter.

3. I am of the opinion we would not be well advised to deliberately plan an Agency-sponsored Alumni Day to be run in conjunction with a scheduled meeting of any of the several alumni associations that exist. It would establish a too-close relationship with these organizations and, in a sense, would run competition with an exclusively Agency-planned activity. I do believe, however, Mr. Janney has a good point on the possibility of your addressing the Association of Retired Intelligence Officers (AIRO), an organization which encompasses more than CIA retirees. If you would like, I will be more than happy to discuss with [REDACTED] the matter of his association extending an invitation to you.

STATINTL

STATINTL

John F. Blake

Att

*JACK -  
Vote my stock  
the way you think  
put -  
which  
done with  
JF*

Approved For Release 2001/07/12 : CIA-RDP79-00498A000500100001-4

| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM |                                    |              |                |
|---|------------------------------------|--------------|----------------|
| UNCLASSIFIED                                    |                                    | CONFIDENTIAL | SECRET         |
| <b>OFFICIAL ROUTING SLIP</b>                    |                                    |              |                |
| TO  | NAME AND ADDRESS                   | DATE         | INITIALS       |
| 1   | Deputy Director for Administration |              |                |
| 2   | 7D 26, Headquarters                |              |                |
| 3   | EO/DDA                             | 2 AUG 1976   |                |
| 4   | ADDA                               |              |                |
| 5   | DDA                                |              |                |
| 6   |                                    |              |                |
| ACTION  |                                    | DIRECT REPLY | PREPARE REPLY  |
| APPROVAL  |                                    | DISPATCH     | RECOMMENDATION |
| COMMENT   |                                    | FILE         | RETURN         |
| CONCURRENCE                                     |                                    | INFORMATION  | SIGNATURE      |
| Remarks:  |                                    |              |                |
| FOLD HERE TO RETURN TO SENDER                   |                                    |              |                |
| FROM: NAME, ADDRESS AND PHONE NO.               |                                    | DATE         |                |
| Director of Personnel                           |                                    | 29 JUL 1976  |                |
| UNCLASSIFIED                                    |                                    | CONFIDENTIAL | SECRET         |

Approved For Release 2001/07/12 : CIA-RDP79-00498A000500100001-4

DD/A Registry

Administrative - Internal Use Only

DDA 76-3261

*Personnel 17-4*  
*X Pers 19*  
*X Pers 17-*

30 June 1976

MEMORANDUM FOR: Director of Personnel

FROM : John F. Blake  
Deputy Director for Administration

Fred:

This memorandum addresses itself to three (3) matters:

STATINTL

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Once you have drawn up your plans to proceed, please let me have a look before you commence implementation. I again remind you of the availability of [REDACTED] to work on this matter.

2. Supergrade Promotion Procedure:

I think we should avoid the bind we got ourselves into in the recent supergrade promotion action. We held off on other elements of the Agency for several months while awaiting the DDO submissions. Will you please undertake action to come up with a new procedure, based on the timing of submissions, so that we can avoid this difficulty in the future.

3. Alumni Day:

Returned is my memorandum to the DCI on Alumni Day. The transmittal slip appears to indicate that the DCI will not be available on 25 September. Therefore, please check with Jennifer and pick a date subsequent to 25 September, and then let's get the planning underway. I will contact [REDACTED] on the matter of an invitation for George Bush to speak to his organization.

STATINTL

Administrative - Internal Use Only

/s/ John F. Blake

Orig - Adse w/ref (DDA 76-3103)

Approved For Release 2001/07/12 : CIA-RDP79-00498A000500100001-4

1 - DDA Chrono w/o ref

DDA:JFBlake:der (30 June 1976)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

STATINTL

# OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS                               | DATE        | INITIALS           |
|----|--|-------------|--------------------|
| 1  | Director of Central Intelligence<br>Room 7D-60 | 24 JUN 1976 | <i>[Signature]</i> |
| 2  |  |             |                    |
| 3  |  |             |                    |
| 4  | Return Original to DD/A<br>Room 7D-24          |             |                    |
| 5  |  |             |                    |
| 6  |  |             |                    |

|                                      |                                       |   |
|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> ACTION      | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> PREPARE REPLY  |
| <input type="checkbox"/> APPROVAL    | <input type="checkbox"/> DISPATCH     | <input type="checkbox"/> RECOMMENDATION |
| <input type="checkbox"/> COMMENT     | <input type="checkbox"/> FILE         | <input type="checkbox"/> RETURN         |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> INFORMATION  | <input type="checkbox"/> SIGNATURE      |

## Remarks:

*Mr. Blake: On 25 Sept, Del will  
be in [redacted]  
16 or 17 Sept for [redacted]  
[redacted] in Boston  
etc.*

STATINTL

STATINTL

STATINTL

|                                       |                                       |                                 |
|---------------------------------------|---------------------------------------|---------------------------------|
| FOLD HERE TO RETURN TO SENDER         |                                       |                                 |
| FROM: NAME, ADDRESS AND PHONE NO.     |                                       | DATE                            |
| Deputy Director for Administration    |                                       | 6/21/76                         |
| <input type="checkbox"/> UNCLASSIFIED | <input type="checkbox"/> CONFIDENTIAL | <input type="checkbox"/> SECRET |

FORM NO. 1-67

237

Use previous editions

(40)



Mr. Blake,

STATINTL

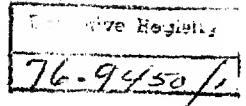
You wished to give [REDACTED] a  
call. Attached is his letter to  
you--see paper clip.

Del/6 July

*Mr. Blake phoned 7/7/76*

*7 JUL 1976*

DDA 76-3103



22 June 1976

MEMORANDUM FOR: Director of Central Intelligence

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Alumni Day

1. You will recall that I recently raised for your consideration the Agency sponsoring another Alumni Day. You gave your agreement and suggested it be held sometime in September of this year.

2. Attached is a memorandum to me from Mr. Janney, along with other relevant papers on this matter.

3. I am of the opinion we would not be well advised to deliberately plan an Agency-sponsored Alumni Day to be run in conjunction with a scheduled meeting of any of the several alumni associations that exist. It would establish a too close relationship with these organizations and, in a sense, would run competition with an exclusively Agency-planned activity. I do believe, however, Mr. Janney has a good point on the possibility of your addressing the Association of Retired Intelligence Officers (AIRO), an organization which encompasses more than CIA retirees. If you would like, I will be more than happy to discuss with [REDACTED] the matter of his association extending an invitation to you.

STATINTL

STATINTL

John F. Blake

Att

*JACK*  
*Vote my stock*  
*the way you think*  
*put -*  
*check with*  
*date 5/1*

SUBJECT: Alumni Day

22 June 1976


(A) JANNEY MEMORANDUM

( ) APPROVED ( ) DISAPPROVED

(B) SOLICIATION OF INVITATION TO  
ADDRESS ARIO

( ) APPROVED ( ) DISAPPROVED

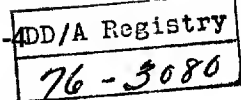
STATINTL

  
George Bush  
Director

24 JUN 1976  
(Date)

Distribution:

Original - DCI (Return to DD/A)  
1 - DCI  
1 - DDCI Designate  
1 - ER



18 JUN 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

Jack:

1. In response to your memorandum of 8 June 1976 we have done some preliminary planning for an "Alumni Day" this year and offer the following for your consideration.

STATINTL 2. We propose that 25 September 1976 be designated as Alumni Day and believe this date would give us the time needed for preparation and would not conflict with this year's annual Agency ceremony, scheduled for 17 September.

3. As [REDACTED] indicates in his letter of 3 May 1976, the membership in his group has grown considerably since last year. Admittedly, all members are not former Agency employees, but it is conceivable that a sufficient number of Agency retirees would be available to necessitate an Alumni Day to accommodate just that group. We believe this would be inappropriate and would in all probability set a precedent for what could be an annual suggestion or requirement.

4. As an alternative, we suggest that Mr. Bush consider addressing the ARIO at its convention in Reston. We are certain Mr. Bush's attendance would be well received and if announced in advance would most certainly insure a sizeable turn-out. This course would afford us the opportunity to stage an Alumni Day for individuals who have not previously attended and in a much more orderly fashion.

5. Last year, as you may recall, we needed some cut-off date for extending invitations and used 30 June 1974 for this purpose. Since 1 July 1974 through 30 April 1976 we have had 895 employees retire. Recognizing that a number of retirees

do not live in the area and would not attend and that some would not be invited for reasons of cover, security, etc., we estimate we could still draw an audience of approximately 500.

6. In view of the above, it is recommended:

- a. 25 September 1976 be designated Alumni Day.
- b. You ascertain Mr. Bush's reaction to the proposal that he address the ARI0 in Reston.
- c. Individuals who retired during the period 1 July 1974 through 30 April 1976 be extended invitations for this year's Alumni Day.

STATINTL

  
F. W. M. Janney

8 June 1976

MEMORANDUM FOR: Director of Personnel

FROM : John F. Blake  
Deputy Director for Administration

Fred:

1. The attached memorandum to the Director speaks for itself.

2. Would you please commence the necessary planning for "Alumni Day." At your early convenience please give me a suggested date. The most essential thing, however, is to decide what "graduation years" we will invite on this occasion.

STATINTL

3. There is one possible complication. Dave [REDACTED] has written me the attached letter. Let me have your views as to whether we can honor his request, although I do believe it could offer us some political difficulty.

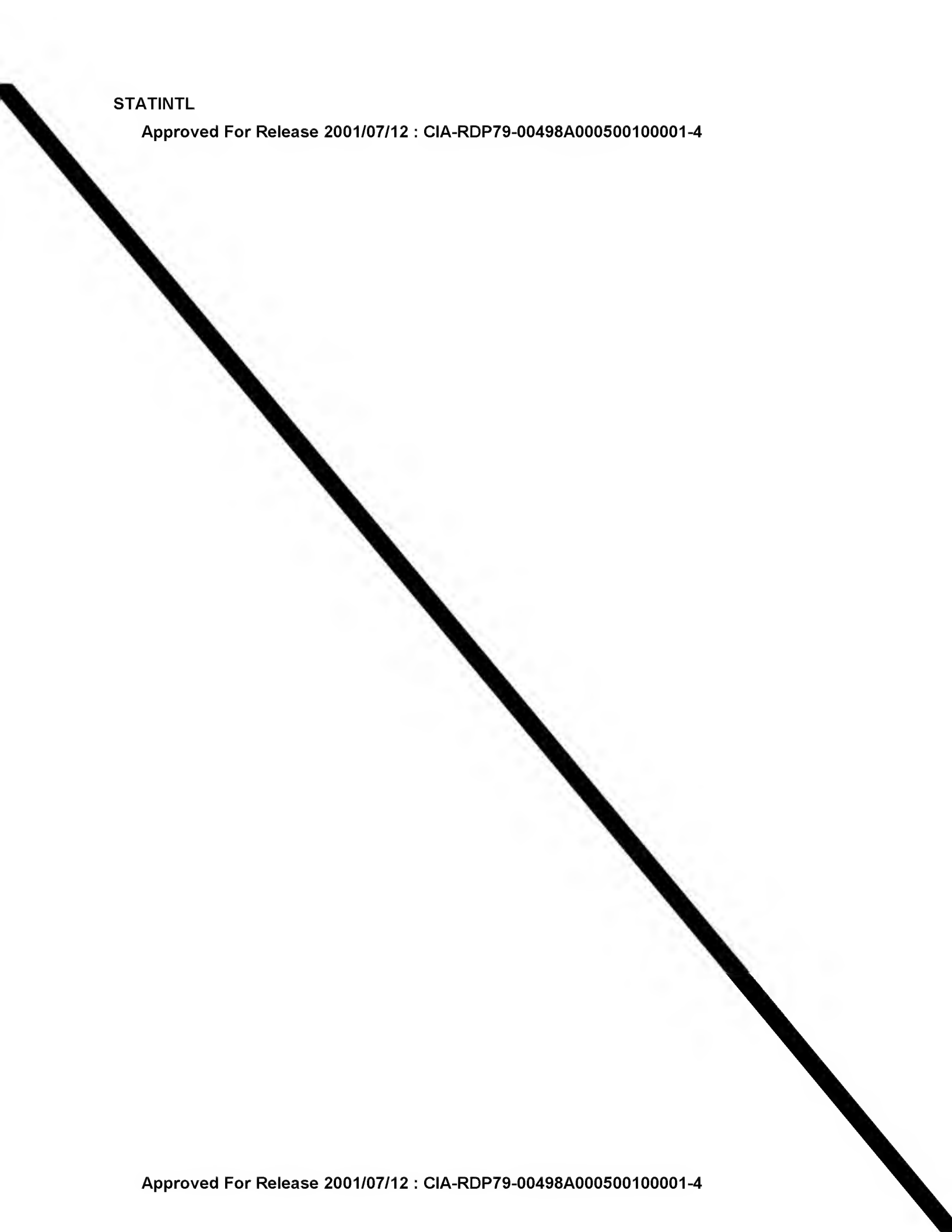
STATINTL

[REDACTED]  
John F. Blake

2 Atts

STATINTL

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Approved For Release 2001/07/12 : CIA-RDP79-00498A000500100001-4

STATINTL

Approved For Release 2001/07/12 : CIA-RDP79-00498A000500100001-4

DD/A REGISTRY

File

5 May 1976

STATINTL

Dear [REDACTED]

I received your letter of 3 May concerning the possibility of an "Alumni Day" on 18 September 1976. There are no plans in existence at the moment to schedule another Alumni Day but, based upon your letter, I will start to feel the waters. Interestingly enough, the existence of your Association, as well as others, does raise the question as to the continued need for an "Alumni Day".

There are one or two other intricacies in this matter which I believe might be worthwhile to discuss with you. After I have done a little talking on the point with a couple of my colleagues, I will give you a telephone call and we can talk it out a bit. Thanks for your interest and I trust things are going well for you.

Sincerely,

STATINTL

(S) Jack  
John F. Blake  
Deputy Director  
for  
Administration

Reference: DDA 76-2245. Letter to John F. Blake fr  
[REDACTED], dtd 3 May;

Same Subject

Distribution:

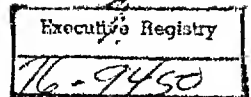
Original - ADse

- 1 - DDA Subject w/Orig of Ref
- 1 - DDA Chrono w/o Ref
- 1 - JFB Chrono w/o Ref

DDA:JFBBlake:der (5 May 1976)



DDA 76-2721



1 June 1976

MEMORANDUM FOR: Director of Central Intelligence  
FROM : John F. Blake  
Deputy Director for Administration  
SUBJECT : Alumni Day

*TACK -*  
*Yes -*  
*After Labor*  
*Day if*  
*possible*

1. During the tenure of William E. Colby as Director an Agency "Alumni Day" institution was established. The first of these was held on 11 May 1974 and the last presentation was on 26 April 1975.

2. The format of "Alumni Day" is extremely simple, and the reception of "Alumni Day" has been tremendous. The Director gave a current and unclassified "State of the Agency" address and then made himself available to answer questions. Following the auditorium session, various Agency facilities were open for view and, on two occasions, the cafeteria was open for lunch.

STATINTL

3. There is considerable work involved in sponsoring these programs, particularly in the sense of preparing the invitations. Because of the tremendous number of alumni we have restricted attendance to "selected classes", i.e., retirees from any two or three given years. We obviously have space constraints in the auditorium and the desire to attend is almost universal.

4. I believe you might wish to give consideration to continuing the "Alumni Day" institution and, if you view it favorably, I would suggest we plan it for late August or early September.

A solid black rectangular box used to redact the signature of John F. Blake.

John F. Blake

STATINTL

DDA Registry

File

Personnel-11-4

DDA 76-2840

8 June 1976

MEMORANDUM FOR: Director of Personnel

FROM : John F. Blake  
Deputy Director for Administration

Fred:

1. The attached memorandum to the Director speaks for itself.

2. Would you please commence the necessary planning for "Alumni Day." At your early convenience please give me a suggested date. The most essential thing, however, is to decide what "graduation years" we will invite on this occasion.

3. There is one possible complication. Dave [REDACTED] has written me the attached letter. Let me have your views as to whether we can honor his request, although I do believe it could offer us some political difficulty.

STATINTL

STATINTL

/s/ John F. Blake

John F. Blake

2 Atts

Att 1) DDA Memo to DCI, dtd 1 June 1976, Same Subject  
Att 2) [REDACTED] re Retirees' Day for ARIO  
Convention Attendees, dtd 3 May 1976

Distribution:

Orig - D/OP w/Orig of Atts  
1 - DDA Subject w/cy of Atts  
1 - DDA Chrono w/o Atts  
1 - JFB Chrono w/o Atts

DDA:JFBBlake:der (8 June 1976)

DDA 76-2721

|                    |
|--------------------|
| Executive Registry |
| 76-9450            |

1 June 1976

MEMORANDUM FOR: Director of Central Intelligence  
FROM : John F. Blake  
Deputy Director for Administration  
SUBJECT : Alumni Day

*JACK -*  
*YES -*  
*After Labor*  
*Day if*  
*possible*

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STATINTL

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4. I believe you might wish to give consideration to continuing the "Alumni Day" institution and, if you view it favorably, I would suggest we plan it for late August or early September.

STATINTL

John F. Blake

DD/A Registry

File

*Personnel 11-4*

DDA 76-2721

1 June 1976

MEMORANDUM FOR: Director of Central Intelligence

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Alumni Day

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/s/John F. Blake

John F. Blake

Distribution:

Orig - DCI 1 - DDCI Designate 1 - DDCI 1 - ER  
~~X~~ - DDA Subject 1 - DDA Chrono 1 - JFB Chrono

DDA:JFBBlake:der (1 June 1976)

STATINTL

Approved For Release 2001/07/12 : CIA-RDP79-00498A000500100001-4

DD/A Registry

PRC *Personnel #4*

5 May 1976

STATINTL

Dear [REDACTED]

I received your letter of 3 May concerning the possibility of an "Alumni Day" on 18 September 1976. There are no plans in existence at the moment to schedule another Alumni Day but, based upon your letter, I will start to feel the waters. Interestingly enough, the existence of your Association, as well as others, does raise the question as to the continued need for an "Alumni Day".

There are one or two other intricacies in this matter which I believe might be worthwhile to discuss with you. After I have done a little talking on the point with a couple of my colleagues, I will give you a telephone call and we can talk it out a bit. Thanks for your interest and I trust things are going well for you.

Sincerely,

STATINTL

*(S) Jack*  
John F. Blake  
Deputy Director  
for  
Administration

Reference: DDA 76-2245, Letter to John F. Blake fr  
[REDACTED], dtd 3 May;

Same Subject

Distribution:

Original - ADse

1 - DDA Subject w/Orig of Ref

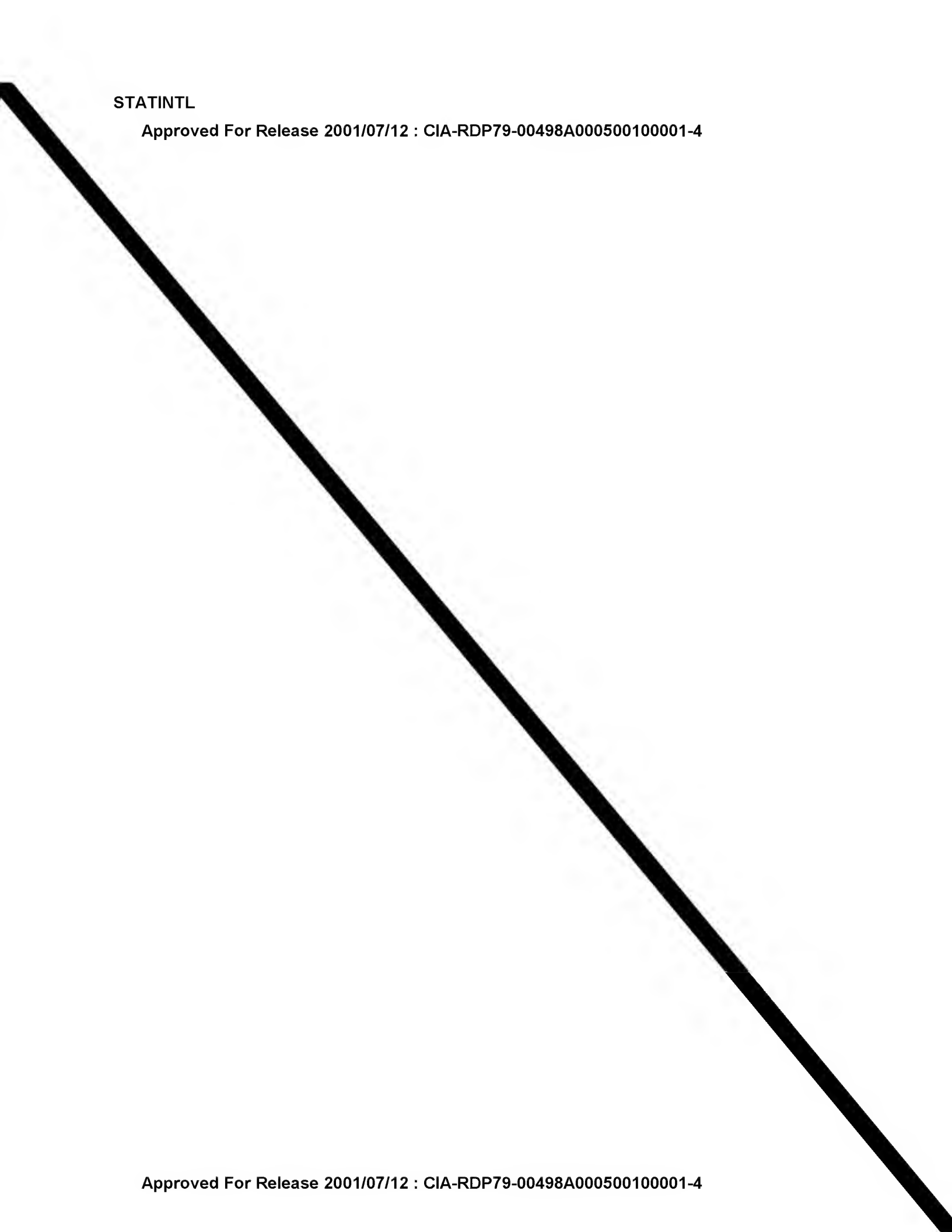
1 - DDA Chrono w/o Ref

1 - JFB Chrono w/o Ref

DDA:JFBlake:der (5 May 1976)

STATINTL

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Approved For Release 2001/07/12 : CIA-RDP79-00498A000500100001-4

STATINTL

*Minimum 360  
CUBA will be  
there.*

ALUMNI DAY - 1976

Scheduled for 2 October 1976 in the Agency auditorium.

STATINTL Attendees will be comprised of those individuals who retired during the period ~~1 July 1974~~ through 30 April 1976.  
*1 DEC 73*

Lists of retirees are being or have been reviewed by CCS, Security, OMS and [REDACTED] to identify those who should not be extended invitations.

ILLEGIB

Letters will be sent to potential attendees the latter part of August requesting them to indicate their plans regarding attendance. Return, stamped envelopes will be enclosed.

When the responses are received a second letter will be sent approximately 15 September which will include a one-time gate pass for entrance to the compound.

The DCI will address the group at 9:30 a.m.; however, to ensure individuals are in place, the letters will indicate the starting time of the program as 9:00 a.m.

We will have coffee and donuts available in the Tunnel Corridor prior to and after the auditorium session.

A Headquarters notice will be issued indicating open parking on the compound.

Registration booths will be set up in the front foyer as was done last year.

Name tags will be issued and will be valid until 3:00 p.m. if attendees desire to enter the building after the formal portion is completed.

The library will be open until 3:00 p.m.

We are checking with the Fine Arts Commission regarding display in D Corridor.

Boom mikes will be available for the question period.

Assume DDCI and DD's will be on stage, but this is not firm. \*

It is not planned that the ceremony be taped or filmed.

Usherettes will be located in the main foyer and in the auditorium.

It is planned that OMS will have a doctor and a nurse on duty; likewise, a representative from Mr. Falkiewicz's office.

STATINTL Command team from OP, OL and Security will be in the main foyer.

██████████ is the overall coordinator of Alumni Day and has space in Ames Building. *for Alumni Day business*

*? Alumni*



Dear Retiree:

Our Alumni Days have been received with such great enthusiasm and those attending seemed so genuinely pleased with the program that the Director has decided to hold another Alumni Day this year. This time the invitation list is limited to those who retired between 1 July 1974 and 30 April 1976.

The program we are planning for you is centered around remarks by the Director followed by a question and answer period, time permitting, with the Director and the ~~four~~ *four* Deputy Directors. This will take place in the auditorium on Saturday, 2 October 1976, from 0900 to 1200. The remaining time until 1500 will be informal and afford the opportunity to renew old acquaintances and once more "walk the halls" of the Headquarters Building.

We are sorry that space limitations do not permit the inclusion of spouses unless, of course, they too are Agency annuitants who retired in the time frame indicated above. Also, personal expenses in connection with this Alumni Day will be borne by attendees.

In order to firm up plans we need an accurate count of those interested and would therefore appreciate a prompt acceptance. We hope that you will accept, but if that is not possible, your regret would be helpful. Those who are planning to attend will receive a second letter with more detailed information together with a gate pass.

Please complete and return the section below at your earliest convenience and mail it to us in the envelope provided.

STATINTL

Sincerely,



F. W. M. Janney  
Director of Personnel

I will ☐ will not ☐ be able to attend.

Name \_\_\_\_\_

Address \_\_\_\_\_

DDI Registry

DDA 76-4719

21 September 1976

MEMORANDUM FOR: Director of Central Intelligence

FROM : John F. Blake  
Deputy Director for Administration

STATINTL George:

1. [REDACTED] will quite soon present you with our Bicentennial publication, "Intelligence in the War of Independence".

2. We are holding Alumni Day on Saturday, 2 October 1976. I suggest you might want to consider giving a copy of this publication to all those who attend the Alumni Day ceremony. A sufficient number of copies are being printed to take care of the matter.

STATINTL

[REDACTED]  
John F. Blake

Distribution:

Orig - DCI  
1 - DDCI  
1 - ER

1 - DIA Subject  
1 - DIA Chrono  
1 - JEB Chrono

DIA:JFBlake:der (21 September 1976)

|                    |
|--------------------|
| Executive Registry |
| 76-3503            |

DDA 76-4719

21 September 1976

*To  
Mr. Blake*

MEMORANDUM FOR: Director of Central Intelligence  
FROM : John F. Blake  
Deputy Director for Administration

STATINTL George:

1. [REDACTED] will quite soon present you with our Bicentennial publication, "Intelligence in the War of Independence".

2. We are holding Alumni Day on Saturday, 2 October 1976. I suggest you might want to consider giving a copy of this publication to all those who attend the Alumni Day ceremony. A sufficient number of copies are being printed to take care of the matter.

*} good  
let's do  
it!  
CP*

[REDACTED]

John F. Blake

Distribution:  
Orig - DCI  
1 - DDCI  
1 - ER

STATINTL

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DDA

|   |                                  |                |          |
|---|----------------------------------|----------------|----------|
| UNCLASSIFIED  | CONFIDENTIAL                     | SECRET         |          |
| <b>OFFICIAL ROUTING SLIP</b>  |                                  |                |          |
| TO  | NAME AND ADDRESS                 | DATE           | INITIALS |
| 1   | Director of Central Intelligence | 9/23/76        | YB/KY    |
| 2   | Room 7D-5607                     |                |          |
| 3   |                                  |                |          |
| 4   | DDA/ Mr. Blake                   | 23 SEP 1976    | SS       |
| 5   | [REDACTED]                       |                |          |
| 6   | [REDACTED]                       |                |          |
| ACTION  | DIRECT REPLY                     | PREPARE REPLY  |          |
| APPROVAL  | DISPATCH                         | RECOMMENDATION |          |
| COMMENT   | FILE                             | RETURN         |          |
| CONCURRENCE   | INFORMATION                      | SIGNATURE      |          |
| Remarks:  |                                  |                |          |
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DD/A Registry

76-4734

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File *Personnel 11-4*

Employee Bulletin: Alumni Day Parking

SEP 1976

Director of Personnel  
5 E 58 Hqs.

6825

Deputy Director for  
Administration  
7 D 18 Headquarters

*m*

Your review and approval  
are requested to publish the  
attached Employee Bulletin re-  
garding Alumni Day Parking.

*(Signature) F. W. M. Janney*

Director of Personnel  
5 E 58 Headquarters

F. W. M. Janney  
Director of Personnel

Distribution:

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OP/RAD/RCEAB/ [REDACTED] pja (20 Sept 1976)

ALUMNI DAY PARKING

On Saturday, 2 October 1976, the Agency will host an Alumni Day for a group of retired Agency employees. There will be a formal presentation in the Headquarters Auditorium on the morning of that day. As a courtesy to our retired employees, they will be allowed to park anywhere within the Headquarters Building compound. Consequently, there will be no reserved parking on 2 October 1976. Employees assigned reserved parking spaces who plan to use their spaces on 2 October 1976 are requested to arrive before 0830 hours or park in other than their assigned spaces. We appreciate your understanding and cooperation.

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Distribution:

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Originator:

(SIGNED) F. M. J. J. J. J.  
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DISTRIBUTION: ALL EMPLOYEES

[REDACTED]  
JOHN P. BLAKE  
Deputy Director  
for  
Administration

21 SEP 1976